Florida Department of Transportation

User Guide (Internal)

MOT Form 700-50-62

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Document Control

Version	Change	Made By	Date
0.1	FDOT Logo	Ashley Anderson	6/6/2017
0.2	Automatic Date Fields	Ashley Anderson	8/31/2017
0.3	Digital Signing with Excel 2013	Ashley Anderson	11/6/2017
0.4	Digital Signing with Excel	Ashley Anderson	11/30/2017

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Introduction

Welcome to the **MOT Form 700-050-62**. The purpose of this document is to provide guidance on how to properly use the Excel form.

Accessing the Form

Note: This form can be retrieved using three different paths:

- The first option is from the CARS Construction Forms application. The Construction Forms application can be accessed from the Construction internal website by users with Department credentials. The Project Administrator should email the project specific forms to the Contractor and send to the Project Solve (PSSP) site for use by project staff directly from the Construction Forms application.

- The second option is on the Forms and Procedures website, which provides a direct link to the Construction Site Source website (see below).

- The third option is directly from the Construction Site Source website (see below). Click on the form number to open the Excel file.

| Contractors Certification of Quantities (**MOT, Signs**) | 700-050-62 | Per CPAM 5.14.5, use Form 700-050-62 in the Construction Automated Reporting System (*CARS*) on the Construction Intranet website under "Construction Forms" |
| Contractors Certification of Quantities (Continuation) | 700-050-62a | |

Opening the form

Before the form file will open, a window will appear prompting the user to: Open, Save, or Save As (see window below).

If *Open* is selected, the form will open from the website as an Excel file.

If *Save* is selected, the form will save to a default location determined by the user's computer and typically unknown to the user. It is not recommended that this be selected. If it is option chosen, please note where the computer saves it.

If *Save As* is selected, the form will be saved to a location specially chosen by the user. **This is the preferred choice** and will be beneficial when the file is exported (as discussed later in the instructions).
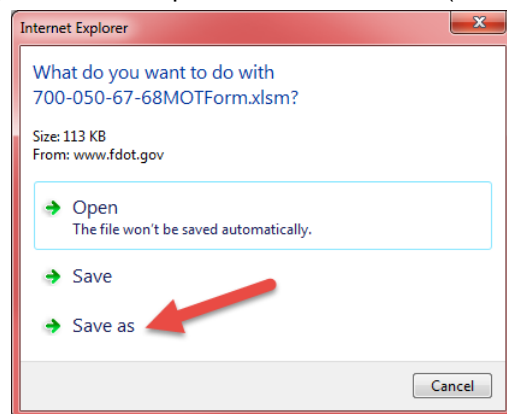
Once the Excel file is opened, a prompt to enable editing and/or enable content may appear. In order to use this form editing and enable content must be enabled. If asked to trust a process, choose "Yes".

The security warning will look like this:
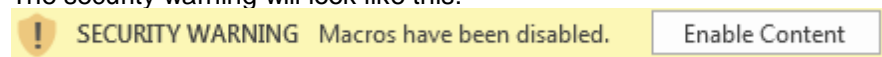
The form will check for an internet connection. If no connection is found, a notice to that effect will appear on the screen.
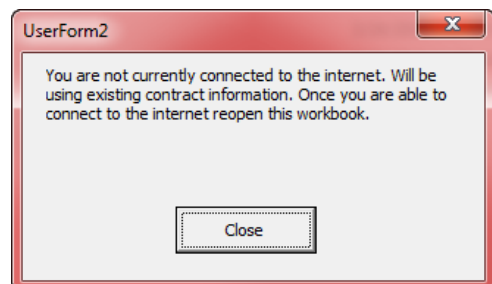
If connected to the internet, the form will prompt to provide a valid Contract ID, then the form will obtain contract and pay item data from the FDOT servers.

Menu

The Menu worksheet tab at the bottom of the form allows for adding digital signatures, turning off grid lines, and creating the form prior to submitting to FDOT.

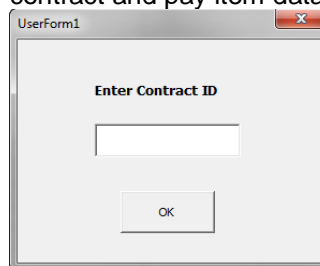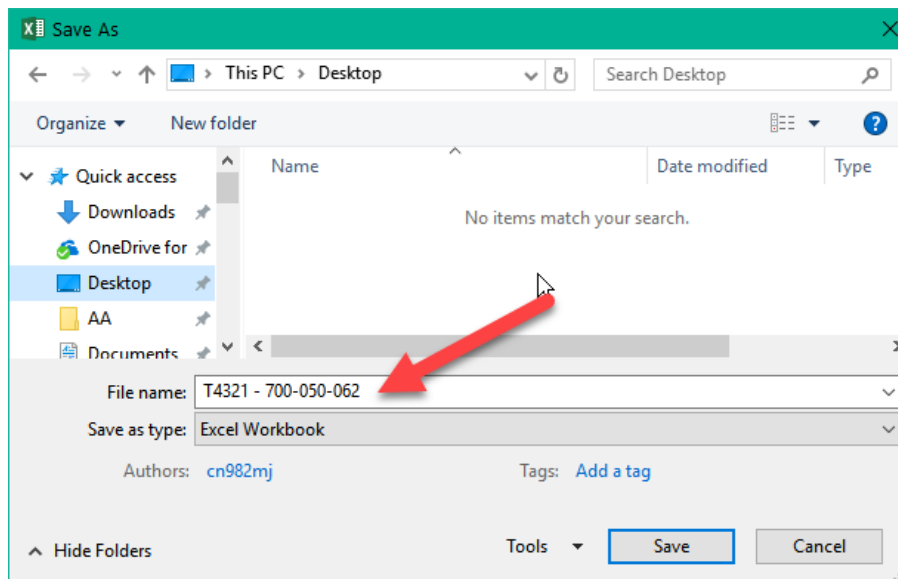## Creating a Form

Select the Create Form button on the Main Menu. A window will appear prompting the user to Save the file. The form will automatically name the file with the Contract ID. Select the file location, then select Save.


Enter the Certification No, State Road No, the Period Represented by Certification dates, and the quantities for each pay item installed for the estimate period.
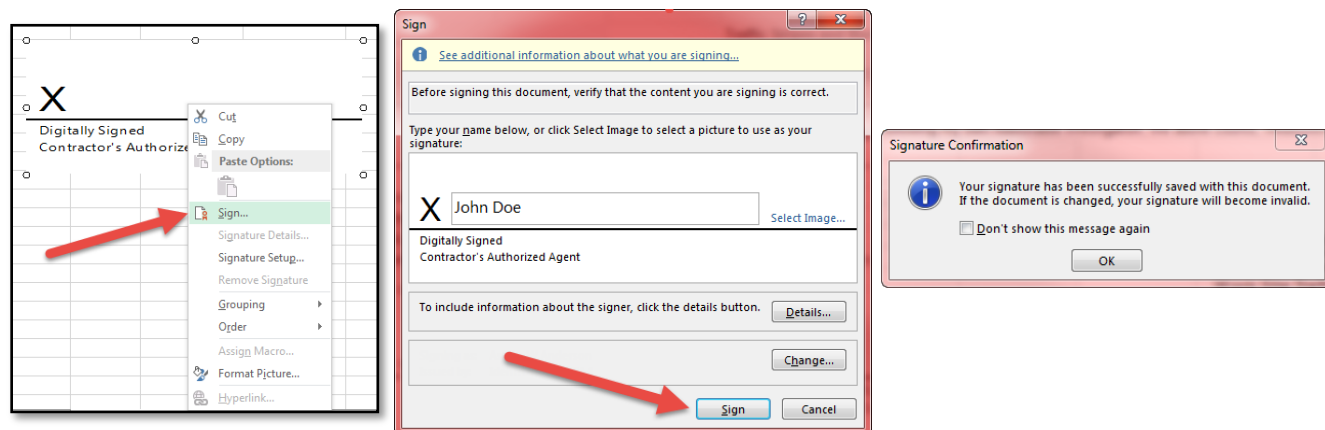
Digital Signature

The use of digital signatures is supported by selecting the check box in the Main Menu. (Unchecking this check box will remove the digital signatures blocks and insert the standard signature block.)

NOTE: Digital signatures are **required** for use on projects let July 2016 and after. The digitally signed Excel file shall be submitted to FDOT. Do not print a digitally signed file and submit as a PDF.
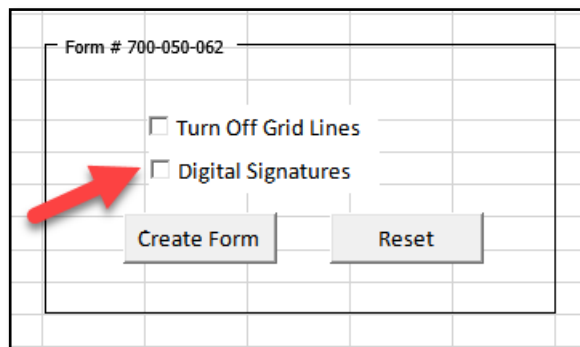

To add a digital signature to a form:

1. Open the file to be digitally signed.
2. On the last sheet, right-click on the "Digital Signature" box and select "Sign"
3. Enter your name in the text box and select "Sign". Accept the Signature Confirmation prompt by selecting "OK".

NOTE: When digital signatures are applied, only submit the form electronically in excel (.xlsx) format. Do not print to PDF or scan to PDF.
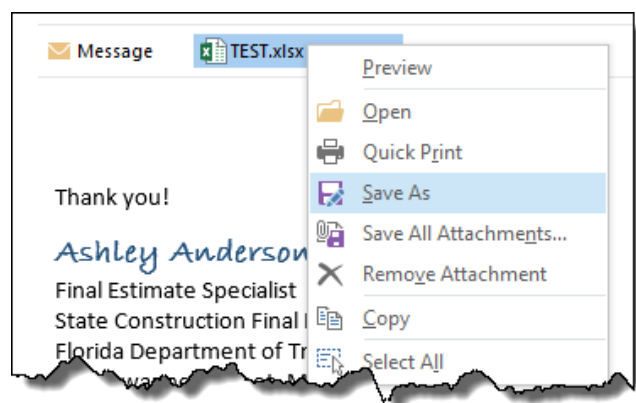
Digital Signing with Excel

To produce a valid digital signature, prior to applying your digital signature in Excel, click Calculate Now on the Formulas tab.
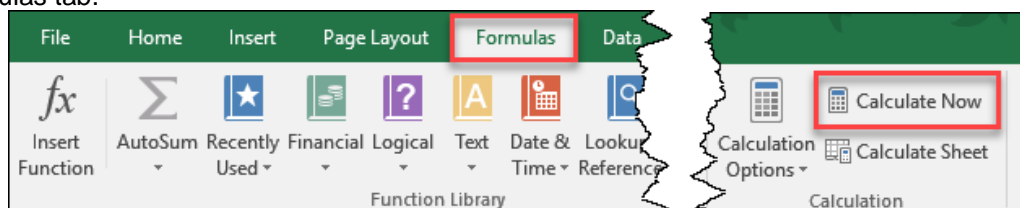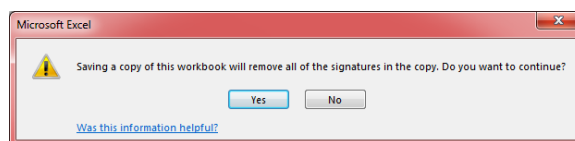

Saving a Signed File from Email

To obtain multiple signatures on the form, it is likely the form will be emailed from user to user. Right-click on the attachment and select "Save As" or "Save All Attachments".

NOTE: Do not double click to open and save the file. The digital signatures will be removed.

Additional Digital Signature Information

Additional guidance on digital signatures, how to obtain them from providers and how to properly use them can be accessed on FDOT's Construction website at:
http://www.fdot.gov/construction/eConstruction/DigitalSignatures.shtm

Reset

The "Reset" button on the 'Menu' tab will reset the workbook to the default state. It will prompt the user for a new Contract ID to repeat the process.

Turn Off Grid Lines

The "Turn Off Grid Lines" button on the 'Menu' tab will remove the grid lines from the view for a cleaner look if desired.

Without Grid Lines:

With Grid Lines:

Automatic Date Fields

When the *FROM: (MO/DY/YR)* and *TO: (MO/DY/YR)* fields are entered, the *DAY OF THE MONTH* column will automatically populate.

FROM: (MO/DY/YR)	07/17/17	TO: (MO/DY/YR)	08/20/17

DAY OF THE MONTH
7/17
7/18
7/19
7/20
7/21
7/22
7/23
7/24
7/25
7/26
7/27